



Reg. 1139126

For adults wanting to learn English and
volunteer tutors who want to teach it

Eighth Annual Report

1st June 2016 – 31st May 2017

Our Constitution

Merton Home Tutoring Service (MHTS) was formed in 2008, and the first formal meeting of the Trustees was held in January 2009. Registered charity status was achieved in 2010 (1139126). MHTS is governed by a Constitution as amended on 16th February 2011 and 5th November 2016.

The Board of Trustees and the Officers are appointed by the members in general meeting. Each trustee stands down every three years but is eligible to stand for re-election by the members. The Board of Trustees meets formally at least three times a year.

The Trustees give their time voluntarily and receive no benefit from MHTS.

There are three part time members of staff.

Objectives and activities

Our objective is to advance the education of adults living in the London Borough of Merton, and neighbouring boroughs who do not speak fluent English and who find it difficult to attend formal classes, by providing English language tuition in their homes or in community classes.

The Trustees have had regard to the Charity Commission's guidance which sets out the requirements for charities to demonstrate that their objectives and activities are for public benefit.

What we do

- We train volunteers to be tutors to teach English language
- Tutors give one-to-one teaching in the learner's home and bridge learners into classes
- Volunteer teachers run Stepping Stones classes to bridge learners into formal college classes
- Teachers and other volunteers run conversation classes for those still unable to go to formal college classes after attending our home tutoring and our classes.
- We organise events and activities in support of the above.

We have an office at the Wimbledon Guild for Social Welfare at 30/32 Worple Road, Wimbledon, SW19 4EF and we currently work in the London Boroughs of Merton and Wandsworth.



Who we are

Trustees 2016-17

Dr Ruth Dawson (Chair)
Anne Worlledge (Treasurer)
Sheila Stirrat
Ann Stephenson
Sarah Freeman
Rozina Kader

Pam Treanor (Secretary and Manager)
Sheila Gent
Jennifer Mintah-Sem
Ian Petherbridge

Events Committee includes Dr Ruth Dawson, Sheila Stirrat, Cate Ware, Mukhtar Babar, Libby Asher and Sheila Gent.

Fundraising committee includes the Dr Ruth Dawson, Ann Stephenson, Sheila Stirrat, Clair Mount and Anne Worlledge.

Staff 2016-17

All staff are part time, and work in school terms only: Sophie Johnstone Home Tutor Co-ordinator, Juliana Wong, Stepping Stones Co-ordinator and administrator, Nicola Kennedy.

The Co-ordinators and volunteers run classes, including Paul Hockley, Margaret Donaldson, Deirdre Gooderson and Sheila Stirrat.

Learners

There are about 60 learners who attend classes.

There are between 25 - 35 learners learning 1:1 in their homes.



What happened in 2016-17

Against a background of severe local authority cuts we have managed to expand and develop our Service.

Home Tutoring

Sophie Johnstone has continued to steer the home tutoring activities with her usual panache. She has organised the training of tutors, the assessments of learners and the running of Merton Home Tutoring Service. She supports and guides all the volunteer tutors from week to week, giving them the benefit of her years of ESOL teaching and her people skills.

The two annual training courses have a new trainer, Susie Abell, who is excellent, helpful and much liked. Juliana Wong now takes a session in Mandarin, a popular one that dramatically changes people's ideas on how easy it is to learn a language. Our course is very well regarded.

Some tutors take time off after a spell of tutoring and return later, while some attend sessions of a training course, to refresh their skills. The Training Resources book for the courses has saved considerably on the time, effort and cost which went into the production of handouts for each training course.

Once trained, each tutor is assigned a Group leader, who keeps in contact with them and helps support them. Pam Treanor convenes the team of Group leaders termly to discuss how things are going. The team includes Deirdre Gooderson, Barbara Harris and Sophie Johnstone. It has now been augmented with the welcome addition of Sheila Gent.

In March 2017, we received a grant from Team London to attract, train and deploy volunteers in Wandsworth who are recently retired, and so this year an additional training course was run. These tutors are now working as voluntary home tutors.

Sophie ran termly update training sessions for tutors and invited outside speakers from Learning Unlimited and NATECLA.

Stepping Stone classes

In 2016-17, we ran eight classes at different English language levels at Children's Centres: Acacia, Ivy Gardens, Church Road and Newminster (the Jo Cox class) and classes at St. Mark's Family Centre. Crèche places were provided for all classes. The classes covered general ESOL (English for Speakers of Other Languages) as well as specialist classes on literacy, family English and targeted 5-week courses eg on employability.

In September 2016 the co-ordinator Sophie Johnstone was contacted by South Thames College. They informed her that they had several potential learners who were being turned away by the college, and they wondered if MHTS could help. The learners were turned away because their standard of English was too low. In the current financial climate the college could only accept learners who would be able to pass examinations within a short time frame. Their funding depends on students passing exams.

In the light of this evident need, the MHTS Trustees decided to set up new community classes for such learners. Co-ordinator Juliana Wong rose to the challenge and identified venues. St Marks Church kindly offered space for the classes and St Marks Family Centre offered space for a creche. These classes have been extremely successful and popular.

Class learners collectively organised trips out to Ham House, the Horniman Museum and Deen City Farm which were much enjoyed.

Teachers' meetings took place each term, and it was particularly nice to have a Christmas meal together in a Chinese restaurant.

We are extremely lucky to have volunteers teaching classes like this, all trained teachers, and we are very grateful to them. Thank you all so much.

Time to Talk

Time to Talk is the drop-in session, which began as conversation and craft gathering sessions. Time to Talk focuses more on practical language and includes discussion topics suggested by class members. Invited speakers include a local doctor and a volunteering opportunities expert. Volunteers organised cultural activities such as the dyeing of Easter eggs, making shortbread and the use of sewing machines. Members of the group taught each other things like traditional hand painting, making costume jewellery and musical interludes. The topics encourage lively discussion. They are informative and fun and offer social contact as well as English practice for those who cannot go to formal classes. As a result, several members have taken up volunteering and jewellery-making activities. One member was matched to a musical tutor, and has joined a musical group and also obtained sessional paid teaching of music.

Time to Talk also offers signposting to other services, which is very useful for learners.

Outcomes and Evaluation

Evaluation has been adapted to meet the requirements of the Big Lottery Funders, and we are investigating and developing other means of evaluation. Tutors have been trained in using the Learner Outcomes survey to ensure consistency.

Our service is one which seeks out, identifies and helps those who cannot make it to college. Our learners are often isolated and at risk of problems arising from that. Some of our learners will not get to college or may do so rather slowly. Many have had no education, so have no literacy or study skills but do have family responsibilities and little help to carry them out. However, 20 made it to examination classes in the local FE college, 13 managed to secure or increase their employment, and on average 88% of learners reported that they had improved confidence in talking to doctors or school teachers. Seventy-two learners, 88 % passed their end of term assessment and received certificates.

People who used the Baby readers reported that this helped their learners understand the maternity process in the UK.

We are now institutional members of the National Association for Teachers of English and Community Languages (NATECLA), which gives us reduced costs in funding staff, teachers and tutors to attend the national annual conference in July, as well as local London termly ones. This is valuable: updating, invigorating and inspiring to meet peers and exchange information.

Other initiatives

[Website](#)

In May 2017, lead by Sheila Stirrat we grasped the nettle of renewing our website. She co-ordinated a group (Dr Ruth Dawson, Dominic Kelly, Pam Treanor, Mary Moody and Sheila) to decide on the scope and content of the new site. We would be not much further without the brilliant assistance of Mohammed Shamsudoha, an IT lecturer and the husband of trustee

Rozina Kader. Mohammed has drafted a fantastic new site with a fresh open feel. We are extremely grateful to both Sheila and Mohammed for this.

Readers

- Having a baby in the UK
- The New Baby

Some of the readers have been revised in 2017. Although they were developed for our learners, we do sell a few each year to other groups.

NAVTE

The National Association of Volunteer Teachers of English (NAVTE) had two meetings this year, and as Chair, I have engaged in a closer association with NATECLA. This has enabled us to have a voice for the voluntary sector at a parliamentary meeting, on the proposed national strategy for ESOL. I spoke about the contribution made by voluntary organisations, and on the research I carried out this summer, kindly published by MHTS, entitled A Snapshot of English language teaching in seven voluntary sector organisation in 2017.

The research has enabled us, and other NAVTE members, to learn from those organisations' good practice, and to develop ideas for future services of our own. Few other studies have been carried out like this on the voluntary sector's ESOL provision, and the study will serve as a marker in the future.

Name change

Since our activities now extend beyond Merton, and extend beyond home tutoring to community classes, the Trustees concluded that we need to consider changing our name from Merton Home Tutoring Service to Learn English Together.

This change will be put to the Annual General Meeting on Saturday 4th November for decision.

We would like to give particular thanks to

Our funders

- the Big Lottery: Reaching Communities which allows us to continue and develop our work
- The Wimbledon Guild for Social Welfare who provide us with space and facilities for our office and for training sessions. They also help with DBS checks and support.
- LB Merton who work with us providing teaching venues and referrals
- Team London, whose grant has enabled us to extend our teaching into LB Wandsworth
- Donors and supporters of fund-raising events

Our partners in CARAS, the Salvation Army, St. Mark's Family Centre, St. Mark's Church, Christian Care and Merton Asylum Welcome, who refer people to us for help, and support us.

Our brilliant staff and teachers

Sophie Johnstone (home tutoring co-ordinator), Juliana Wong (Stepping Stones co-ordinator) and Sheila Stirrat (Time To Talk)

Our teachers: Deirdre Gooderson, Margaret Donaldson, Sheila Stirrat, Paul Hockley and Suzanne Lyse. This term we have also welcomed Catherine Abley and Tanya Fairhurst to the teaching team.

Their hard work sets and maintain standards and they do it all with style and warmth.

Our amazing volunteers: tutors, teachers, trustees, supporters and helpers.

We couldn't survive without their cheerful commitment and hard work.

The learners

They continue to inspire us to do our best

Their achievements are our reward.



Merton Home Tutoring Service

Annual General Meeting Agenda

1. **Minutes** of last year's AGM to be approved
2. **Presentation of annual report**—Dr Ruth Dawson, Chair of MHTS

3. Election of trustees

Jennifer Mintah-Sem and Pam Treanor are standing down, and not seeking re-election.

Dr Ruth Dawson (standing again)

4. Election of officers

Dr Ruth Dawson	Chair
Anne Worlledge	Treasurer
Sheila Stirrat	Secretary

5. **Financial Report** from Anne Worlledge, Treasurer

6. Any Other Business

The formal meeting will be followed by an introduction to the work of MHTS. We will hear from learners and teachers, both voluntary and staff.

Sophie Johnstone and Svitlana Toma talk about home learning

Sheila Stirrat and Rozina Kader: Learning and sharing a new skill

Juliana Wong will introduce *Stories from our Learners*: a publication of their own stories.

Presentation by Councillor David Chung

Merton Home Tutoring Service

Financial Report for the year to 31 May 2017.

At 31 May 2017 we had funds available to us of £40,318. Included in this figure is an amount of £8,841 of funds we did not spend from our grant of £64,425 for the year from the Big Lottery- Reaching Communities. The Big Lottery have generously agreed that we can keep these funds towards our costs for this new financial year to 31 May 2018.

In the year to 31 May 2017 we were able to add £8,537 to our general reserves, taking our reserves to £23,509. We are able to use these funds to meet any unexpected costs or use to pay for new projects which do not have funding.

As reported previously, we were successful in obtaining funding for 3 years from the Big Lottery, starting in June 2015. These accounts cover the second year of the grant and we are now in the final year (to 31 May 2018) and have a grant for this year of £71,625. This level of support has made a huge difference to us- it has allowed us to plan our services with a level of confidence that has not been possible in the past. We are immensely grateful for the financial support given to us by the Big Lottery and for the help they have given us.

We also had funding for 3 years from City Bridge Trust, and this ended in May 2016. At the conclusion of the grant we had funds of £2,736 remaining. We were fortunate and did not have to pay for the crèche provided by the Acacia Centre during the 14 months to 31 May 2016 and as a result were able to repay £2,736 to City Bridge Trust in June 2016. We are very grateful to City Bridge Trust for their generous support over the three years.

Circle Housing (Merton Priory) provided us with funding to commission and produce a series of information booklets on topics relevant to our learners. £2,100 of the grant was brought forward at 31 May 2016, and £1,900 of the grant was unspent at 31 May 2017 and has been carried forward to this new financial year.

In March 2017 we were successful in obtaining funding of £5,970 from the Greater London Authority – Team London. This funding was sought to allow us to expand the home tutoring project into the Wandsworth area. The objective of this funding by the Greater London Authority is to provide help to projects that encourage volunteering amongst 59-69 year olds, enabling the volunteers to use their skills for the benefit of the community. We are recruiting 10 additional tutors to provide the service in Wandsworth and will provide the appropriate training. The funding was carried forward at 31 May 2017 and will be used in this current year to meet the administrative and staff costs associated with the project.

We were supported by donations of £6,393 in the year, from supporters and learners, including very generous sponsorship of £688 for two of our supporters who ran the Wimbledon 10K on our behalf, and two donations of £250 each from the Mayor of Merton Fund. The Quiz Night in October 2016 raised £1,900 and a further £253 of income came from the sale of our booklets. We were also able to reclaim gift aid of £600 in the year.

Financial Results

The net income received in the year was £77,616. In addition we brought forward £21,077, giving us a total of £98,693 to meet our costs. We spent £58,375 in the year and had £40,318

available to bring forward into this current year. We were able to increase our own funds (general reserves) from £14,982 to £23,509.

We have been informed by the Big Lottery that the applications for funding now outstrip the funds they have available by a factor of about 8 to 1. In this climate, the trustees are aware that it may be difficult to secure continued funding from the Big Lottery, although a new application will be made. We are also exploring other possible funders are currently preparing applications for funding for the period beyond May 2018.

Reserves Policy

The trustees of MHTS have agreed that we should aim to have general reserves equivalent to 25% of the annual running costs. These reserves are to allow the charity to continue as smoothly as possible when funding is uncertain.

General reserves are funds held by a charity that are not restricted for a specific purpose, and can be used to meet any of its costs.

At 31 May 2017, a reserves policy of 25% of our expected costs for the year to 31 May 2018 would represent general reserves of around £22,550. We are pleased that we have reached our reserves target. We will continue to review the level of reserves needed in the light of the increased level of activities.

Anne Worlledge C.A.

Hon. Treasurer

Independent Examiner's Report

Report to the trustees/
members of

Merton Home Tutoring Service

On accounts for the year
ended

31 May 2017

Charity No 1139126

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

5 October 2017

Name:

Mr N C Steward

Relevant professional
qualification(s) or body :

DMS FCMI FMAAT CISA
Affiliate Member of the Association of Charity Independent Examiners

Address:

Sutton Centre for the Voluntary Sector

Granfers Community Centre, 73-79 Oakhill Rd, Sutton SM1 3AA

Merton Home Tutoring Service

Receipts and payments account for the year ended 31 May 2017.

	Unrestricted funds £	Restricted funds £	Total year to 31/5/17 £	14 months to 31/05/2016 £
Receipts				
Donations	6,393	-	6,393	1,356
Grants received	-	70,595	70,595	54,370
Grant repaid		(2,736)	(2,736)	
Fundraising Income	3,111	-	3,111	4,714
Sale of booklets	253	-	253	364
Total income	9,757	67,859	77,616	60,703
Payments				
Fundraising Costs	1,210	-	1,210	1,433
External evaluation	-	60	60	2,000
Volunteer expenses	-	833	833	800
Training of tutors	-	1,633	1,633	2,830
Cost of Stepping Stones classes	-	13,614	13,614	10,461
Books, stationery and teaching aids	-	649	649	2,169
DBS checks	-	113	113	335
Staff costs	-	34,637	34,637	31,165
Attendance at conferences and subscriptions to other organisations	-	1,452	1,452	1,646
Insurance	-	416	416	409
Events with learners	-	439	439	319
Telephone and postage	-	913	913	1,373
Sundry expenses	20	243	263	231
Commissioning booklets	-	1,147	1,147	842
Equipment	-	573	573	940
Cost of AGM and Annual Report	-	423	423	301
	1,230	57,145	58,375	57,253
Total payments	1,230	57,145	58,375	57,253
Net receipts	8,527	10,714	19,241	3,450
Cash funds brought forward	14,982	6,095	21,077	17,628
Cash funds at the year end.	23,509	16,609	40,318	21,077

Statement of assets and liabilities as at 31 May 2017.

	Unrestricted funds	Restricted funds	Total	14 months to 31/05/2016
	£	£	£	£
Cash balances held at HSBC, Wimbledon	23,509	16,809	40,318	21,077
	<hr/>	<hr/>	<hr/>	<hr/>
	23,509	16,809	40,318	21,077
Liabilities	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	23,509	16,809	40,318	21,077
Assets held for charity's own use:			At cost	At cost
			£	£
Laptop computers			930	357
Ipads and wifi connections			940	940
Mobile phones			127	127
Recording equipment			747	747
Projector			334	334
Bookcases			816	816
Electronic notepads			392	392
Filing cabinet			204	204
Computer software			97	97
			<hr/>	<hr/>
			4,587	4,014